

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address Line 1]

[City, State, Zip Code]

RE: Determination Regarding Request for Confidentiality - [Reference Number/Project Name]

Dear [Recipient Name],

This letter is in response to your formal request dated [Date of Request], in which you requested confidential treatment for certain information submitted to [Your Agency/Organization Name] regarding [Subject Matter].

We have reviewed your request and the supporting justification provided. Our determination is as follows:

1. Determination: [Approved / Partially Approved / Denied]

2. Scope of Confidentiality:

[List specific documents or sections that will be held confidential, or explain which parts were denied].

3. Basis for Determination:

[Insert brief legal or policy citation, e.g., trade secret protection, personal privacy, or specific regulatory exemption].

4. Duration:

The information identified above will be maintained as confidential for a period of [Insert Timeframe] or until [Insert Event], unless otherwise required by law or judicial order.

Information not specifically identified as confidential in this letter will be subject to public disclosure in accordance with [Applicable Law/Regulation].

If you disagree with this determination, you may file an appeal within [Number] business days from the date of this letter by contacting [Department Name/Contact Person].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Organization]